

## NOTICE OF PUBLIC MEETING

TO: THE AUDIT COMMITTEE OF THE WOODLANDS TOWNSHIP BOARD OF DIRECTORS AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Audit Committee of The Woodlands Township will hold a Meeting on **Monday, September 24, 2018 at 2:00 p.m. in the Office of The Woodlands Township, Town Hall, 2801 Technology Forest Boulevard, The Woodlands, Texas**, within the boundaries of The Woodlands Township, for the following purposes:

1. Call meeting to order;
2. Receive, consider and act upon adoption of the meeting agenda;
3. Receive, consider and act upon the approval of the minutes from the June 20, 2018 Audit Committee meeting;
4. Review the Independent Accountant's Report on Applying Agreed-Upon Procedures to evaluate whether selected hotels have complied with requirements to remit hotel occupancy taxes to The Woodlands Township for the years ended December 31, 2015 and December 31, 2016, and consider recommending approval of the Report to The Woodlands Township Board of Directors;
5. Review the Independent Accountant's Report on Applying Agreed-Upon Procedures to evaluate whether The Woodlands Waterway Marriott Hotel and Convention Center is in compliance with the Convention Center Booking Policies for the year ended December 31, 2016, and consider recommending approval of the Report to The Woodlands Township Board of Directors;
6. Review the Independent Accountant's Report on Applying Agreed-Upon Procedures to evaluate compliance with reserve requirements contained in the Project Lease Agreement for The Woodlands Waterway Marriott Hotel and Convention Center for the years ended December 31, 2015 and December 31, 2016, and consider recommending approval of the Report to The Woodlands Township Board of Directors;
7. Receive and consider topics related to the planning for applying Agreed-Upon Procedures to evaluate whether selected hotels have complied with requirements to properly remit hotel occupancy taxes for the year ended December 31, 2017, including the selection of hotels;
8. Consideration of items to be placed on the agenda for the next meeting; and

9. Adjournment.



Monique Sharp  
Assistant General Manager  
Finance and Administration  
The Woodlands Township